

SWETTENHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Swettenham Club on 20 May 2024 immediately following the Annual Parish Meeting

Present: Councillors Andow, Shaw Keen, Kirk, Sturrock, French and Millward Clerk & RFO, Mrs P Sturrock; CEC Cllr Wray; Members of the public: 0		
Item	Detail	ACTION
1	Apologies: There were none	
2	Declaration of interest: There were none	
3	<p>Minutes of the ordinary meeting held on 11 March 2024</p> <p>The minutes of the ordinary meeting held on 11 March were accepted.</p> <p style="text-align: right;">Proposed: Cllr Kirk Seconded: Cllr Andow Carried Unanimously</p>	
4 & 5	<p>Election of Chairman & Vice Chairman</p> <p>Election of Chairman: Resolved to elect Councillor Shaw as Chair for the year 2024/25. Cllr Shaw signed the Declaration of Acceptance of Office</p> <p style="text-align: right;">Proposed: Cllr Sturrock Seconded: Cllr French Carried unanimously</p> <p>Election of Vice Chairman: Resolved to elect Councillor Sturrock as Vice-Chair for the year 2024/25 Cllr Sturrock signed the Declaration of Acceptance of Office</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr Kirk Carried unanimously</p>	
6	Public Forum: There were no questions from members of the public.	
7	<p>Matters Arising: The issues at the Swettenham Arms seem to have settled down with parking now being marshalled and the motorcycle meet now being publicised at the Waggon & Horses in Eaton on Thursday nights. The response from Robinsons was not detailed. We have still not been provided with a point of contact and email address/telephone number. Cllr Shaw will draft a response and circulate it.</p>	Cllr Shaw

Signed.....

John Shaw, Chairman

8	<p>Finance:</p> <p>a. Finance Report to May 2024 The RFO had produced a financial report for the period to 20 May 2024 showing balances of £11024.01 in the current account, after approval of payments on the agenda, and £2,074.30 in the reserve account. The first payment of the annual precept has been received as has the VAT reclaim</p> <p>b. Internal Audit of 2023-2024 Year end Accounts The RFO reported that the accounting records for year ended 31 March 2024 had been audited by the Internal Auditor and the RFO had received the Audit Report. No matters have arisen, the accounts have been satisfactorily balanced and bank accounts have been reconciled. He had extended his thanks to the Clerk and Responsible Finance Officer, for her co-operation and assistance in completing the audit. The Internal Auditor had signed the Annual Internal Audit Report 2023/24 in the AGAR Form Part 2 and a copy of the form had been circulated to the Council.</p> <p>c. Annual Return. A review of internal control arrangements took place and it was RESOLVED to complete and sign the Certificate of Exemption and accept the completed AGAR Form Part 2 and Accounting Statements 2023/2024 prior to submission. It was also confirmed that the Annual Governance Statement could be signed. Proposed: Cllr Andow Seconded: Cllr Sturrock Carried unanimously</p> <p>d. Review of insurance arrangements. The Insurance policy for 2023/24 was held with BHIB Ltd. The RFO reported that she had received a quote for the annual insurance policy for the Parish Council. BHIB (now known as Clear Councils) had quoted £410.43 for the annual renewal which was £32.39 more than in 2023/24. It was RESOLVED to accept the quotation from Clear Councils for 2024/25 Proposed: Cllr Shaw Seconded: Cllr French Carried unanimously</p> <p>e. Payroll Services The person dealing with the Clerk's payroll has moved from Heywood Shepherd to Harts Accountants in Macclesfield. Their annual charges will be £160 + VAT (which is the same as quoted by Heywood Shepherd). Following a discussion, it was resolved to use Harts as the payroll bureau. Proposed: Cllr Kirk Seconded: Cllr Millward Carried unanimously</p> <p>f. Bank Mandate The bank mandate with NatWest currently has Councillors Andow, Shaw and Kirk as signatories. At the March meeting it was resolved to add the Clerk to the mandate and the process is still ongoing. It was Resolved to approve the Mandate Proposed: Cllr Shaw Seconded: Cllr Kirk Carried unanimously</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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Signed.....

John Shaw, Chairman

	<p>g. Payments</p> <table border="0"> <tr> <td>i. Clerk & RFO April to May – salary -</td> <td style="text-align: right;">£744.40</td> </tr> <tr> <td>ii HMRC PAYE</td> <td style="text-align: right;">£103.20</td> </tr> <tr> <td>iii. Cheshire Association of Local Councils - Annual Subscription -</td> <td style="text-align: right;">£95.76</td> </tr> <tr> <td>iv. Insurance Premium 2020/21 - BHIB Ltd</td> <td style="text-align: right;">£410.43</td> </tr> <tr> <td>v. Mr Phil Sanders - Internal Audit -</td> <td style="text-align: right;">£66.50</td> </tr> <tr> <td>vi. T Cundiff cemetery scarifying</td> <td style="text-align: right;">£810.00</td> </tr> </table> <p style="text-align: right;">All payments approved Proposed: Cllr Shaw Seconded: Cllr Millward Carried unanimously</p>	i. Clerk & RFO April to May – salary -	£744.40	ii HMRC PAYE	£103.20	iii. Cheshire Association of Local Councils - Annual Subscription -	£95.76	iv. Insurance Premium 2020/21 - BHIB Ltd	£410.43	v. Mr Phil Sanders - Internal Audit -	£66.50	vi. T Cundiff cemetery scarifying	£810.00	
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9	<p>Cemetery & War Memorial</p> <p>a. Tom Cundiff has scarified the cemetery and the area in front of the cemetery. The soil pile needs reducing as it is unsightly. It was suggested that a screen could be put in place and use ton bags as the receptacles for the soil which could then be removed using a cherry picker. Cllr Shaw will get an estimate for a screen. Cllrs French and Andow will arrange for soil removal. The hedge needs filling out and mulching. This has been diarised for November. The long grass at the base of the hedge needs strimming</p> <p>b. The letter which the clerk had sent to owners of Rights of Burial has had the desired effect on the whole. However, there is still a glass lantern on one grave which needs to be removed as it is a health and safety hazard if it gets broken. The Clerk was asked to write to the owner giving one month for the lantern to be removed otherwise the Parish Council will remove it. The cemetery rules need looking at to clarify what receptacles can be used on graves. It was agreed that natural stone or resin receptacles would be acceptable. Cllr Sturrock will look at the rules and suggest the amendment wording. This should also explain the need for the restriction on materials i.e. health and safety and ease of maintenance. The rules do specify that owners of the rights of burial are responsible for insurance of their family grave. It was agreed that the Parish Council should meet at the cemetery before the next meeting to examine the state of graves and gravestones. The Clerk will circulate some dates</p> <p>c. No applications for memorials had been received. An application for interment of the ashes of Mr P Edwards in the Garden of Remembrance on 27th May had been received.</p>	<p>Cllr Shaw Cllr Andow Cllr French</p> <p>Clerk</p> <p>Cllr Sturrock</p> <p>Clerk</p>												
10	<p>Neighbourhood Planning</p> <p>a. The applicant for Planning Application 23/4257C re Smithy Farm Swettenham Road (which has been refused) had contacted the Clerk by telephone and email concerning the way the application had been dealt with by Cheshire East Planning department. The Clerk had circulated the email and attachments. The Clerk was asked to draft an email to Cheshire East and circulate it to all the Parish Councillors for approval</p>	<p>Clerk</p>												

Signed.....

John Shaw, Chairman

	<p>b. Planning Application No 24/1744C Heath Cottage Trap Road Swettenham for alterations and extensions to Heath Cottage with new hipped roofs to front bays and subsidiary rear extension with attached loggia. Following a discussion, it was resolved that the Parish Council had no comments to make on this application.</p>	
11	<p>Highways Maintenance and Footpaths/Bridleways</p> <p>a. Cllr Keen had spoken to a national charity Community Heartbeat Trust regarding defibrillators. A defibrillator requires electricity so that it does not fall below freezing in winter weather. The Clerk had also contacted the Clerk to Hulme Walfield and Somerford Booths Parish Council to find out the issues and costs they incurred in the provision of a telephone kiosk which houses a defibrillator. They had arranged with the developer of the nearby housing estate that the developer would lay on electricity cabling to the telephone kiosk. The Clerk reported that she had contacted Cheshire East Planning department who had suggested that a Certificate of Lawful Development be applied for. A schedule of possible costs needs to be compiled</p> <p>b. The sign post on the corner of Trap Road and Messuage Lane is broken and rotting. This needs to be reported to Cheshire East Highways again.</p>	<p>Clerk</p> <p>Clerk</p>
12	<p>Following a discussion, it was Resolved to approve the following calendar of meetings:</p> <p>Monday 8th July 2024 Monday 30th September 2024 Monday 25th November 2024 Monday 20th January 2025 Monday 17th March 2025 Monday 19th May 2025 (Annual Parish Meeting & Annual Meeting)</p> <p>It was also Resolved to amend the Standing Orders to change the start time of Parish Council meetings from 7.45pm to 7.30pm</p> <p style="text-align: right;">Proposed: Cllr Shaw Seconded: Cllr French Carried unanimously</p> <p>The Clerk was asked to submit the booking form for the meeting dates to the Swettenham Club Committee</p>	<p>Clerk</p> <p>Clerk</p>
13	<p>Correspondence. Correspondence, received since the date of the last meeting, appended to these minutes (but not displayed on notice board), was noted by the Council.</p>	Clerk
	<p>Date of next meeting. Resolved: to note the date of the next scheduled council meeting as Monday 8th July 2024 which will commence at 7:30 pm.</p>	

Signed.....

John Shaw, Chairman